

**9.21.03**                      **MENTAL HEALTH PROFESSIONAL**

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**Reports To:**                      Director of Special Education

**Dept/Campus:**                      Assigned Campus

**Wage/Hour Status:**                      Nonexempt

**Length of Contract:**                      190 days

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**PRIMARY PURPOSE/FUNCTION:**

Provide services related to the delivery of mental health care to assigned clients at the designated school location as well as provide school-based mental health program services coordination with existing or new mental health agency providers.

**QUALIFICATIONS:**

**Education/Certification:**

Master’s degree in social work or related field

One of the following licenses is required: Licensed Certified Social Worker (LCSW); Licensed Professional Counselor (LPC); any other allowable license as noted in the Arkansas School-Based Mental Health (SBMH) Medicaid Manual

**Special Knowledge/Skills:**

Possess a strong knowledge of the common diagnoses and treatments for school-aged children

Possess the skills necessary to facilitate positive change in a school environment

**Experience:**

School-Based Mental Health Service provider experience

The Board may find appropriate and acceptable alternatives to the above qualifications.

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times.
2. Articulate a positive image of the school district and school district personnel.
3. Demonstrate effective customer service to all district patrons.
4. Provide direct mental health services to include screening, intake assessment, individual/family/group therapy, and crisis interventions to assigned clients.

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5. Ensure mental health services at designated sites are high quality best practice as outlined in the Arkansas SBMH Certification Manual.
6. Work closely with the state coordinator and co-coordinator to achieve the goals outlined in the project.
7. Work closely with district-level administrators and staff to help them understand the goals of the grant, the mental health professional's goals, and the benefits to the school, staff, students, and community.
8. Gather necessary data to be used at planning meetings and for grant reports.
9. Attend all planning meetings (approximately every other week) in person or via video link for the purpose of:
  - Developing procedures and protocols for state and local-level programming;
  - Collecting and analyzing data;
  - Networking with other project district personnel as well as state leaders to ensure a collaborative team approach in all project efforts;
  - Developing a state and local training plan;
  - Periodically evaluating progress toward meeting project goals.
10. Perform other duties as assigned.

**WORKING CONDITIONS:**

**Mental Demands:**

Ability to communicate effectively (verbally and written); maintain emotional control under stress; maintain a clear focus on customer service

**Physical Demands:**

Frequent district-wide travel and occasional state-wide travel; out-of-state conference attendance is expected; occasional prolonged and irregular hours; ability to lift and carry 50 lbs.

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Date Approved: October 19, 2018

Last Revised by Administration:

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

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Employee

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Date

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Supervisor

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Date